

# Supervision & Staffing Guide

## Mega Air – School Activities & Events

This guide outlines supervision and staffing expectations for school visits to Mega Air. It is intended to support school planning, EOTC approval, and safe event delivery.

### 1. Duty of Care

- The school retains **overall duty of care** for students at all times
- Teachers and accompanying adults are responsible for:
  - Active supervision
  - Behaviour management
  - Roll checks and headcounts
  - Student wellbeing and inclusion
- Mega Air staff provide **operational support**, activity oversight, and venue coordination

This shared approach aligns with standard EOTC practice.

### 2. Recommended Supervision Ratios

*(Guide only – schools apply their own policies)*

#### Primary School

- **Years 1–4:** 1 adult per **6–8** students

#### Intermediate / Middle School

- **Years 5–8:** 1 adult per **8–10** students

#### Secondary School

- **Years 9–13:** 1 adult per **10–12** students

Ratios may be adjusted by the school based on:

- Student needs
- Behavioural considerations

- Event type
- School policy

### **3. Supervision Roles (Suggested)**

#### **Lead Teacher / Teacher in Charge**

- Primary point of contact
- Holds student list and medical information
- Coordinates roll checks
- Makes participation decisions if required

#### **Supervising Teachers / Adults**

- Positioned within activity or event zones
- Monitor behaviour and wellbeing
- Support transitions between spaces

#### **Mega Air Staff**

- Deliver safety briefings
- Manage equipment and activity flow
- Support venue operations and transitions
- Escalate concerns to lead teacher if required

### **4. Supervision by Programme Type**

#### **A. Bouncing / Movement Activities**

- Teachers positioned around activity zones
- No unsupervised access to equipment
- Staff intervene if unsafe behaviour occurs
- Students may be removed from activity if required

## **B. Gellyball (Team-Based Activities)**

- Teachers supervise from designated viewing points
- Clear rules reinforced by staff and teachers
- Immediate intervention for unsafe or inappropriate behaviour
- Opt-out or alternative roles supported

## **C. Underage Social / Dance Events**

- Teachers positioned throughout the function space
- Clear visibility of students at all times
- Behaviour expectations reinforced
- Music or activity paused if required

# **5. Transitions & Movement Between Spaces**

Transitions are considered **high-attention moments**.

Recommended practice:

- Students move as a group
- Teachers lead and trail the group
- Roll checks conducted:
  - On arrival
  - After activities
  - Before departure
- Activity areas closed once sessions end

# **6. Breaks, Lunch & BBQ Areas**

- Students remain supervised during breaks
- Designated eating and rest areas used
- Hot surfaces and food handling managed by adults
- Teachers monitor fatigue and hydration

## **7. Medical & Wellbeing Supervision**

- Schools provide medical information prior to the visit
- Students carry required medication (e.g. inhalers)
- Teachers retain access to medications
- Students may:
  - Take breaks
  - Reduce activity intensity
  - Take on alternative roles

## **8. Behaviour Management**

- Behaviour expectations communicated before arrival
- Teachers remain responsible for behaviour management
- Mega Air staff support by:
  - Reinforcing rules
  - Managing activity flow
  - Alerting teachers to concerns

Students may be removed from an activity or event if behaviour is unsafe.

## **9. Large Groups & Cohorts**

For larger groups:

- Students divided into manageable sub-groups
- Staggered activity times used
- Additional teachers assigned to transitions
- Clear group identifiers used if required

## 10. Summary

Effective supervision at Mega Air is based on:

- Clear roles
- Active teacher presence
- Structured sessions
- Planned transitions
- Shared communication between school staff and venue staff

This approach supports student safety, wellbeing, and positive participation.